



## **EMPLOYMENT OPPORTUNITY**

**POSITION:** Associate Personnel Analyst

**Final Filing Date:** UNTIL FILLED

### **AGENCY FUNCTION:**

The State Council on Developmental Disabilities is primarily a federally funded state agency, with the responsibility to plan for and monitor services for people with developmental disabilities. These functions are defined in Division 4.5 of the California Welfare and Institutions Code and Federal Public Law 106-402.

### **GENERAL DUTIES OF THE POSITION:**

The Associate Personnel Analyst works under the direction of the Staff Services Manager I and is responsible for the following: making decisions and providing assistance on personnel issues; analyzes and classifies positions; gathers and evaluates pay data; conducts classification or pay surveys; prepares class specifications and allocation standards; prepares formal memoranda or reports on personnel matters and participates in the presentation of such matters before the Personnel Board or other official body; reviews proposed personnel actions for conformity with regulations. Assists in the development of policies and procedures relating to the personnel management program of the State Council; assists in the recruitment and selection of employees; prepares disciplinary proceedings; represents the State Council before employees and employee organizations. Interprets and explains civil service law, rules, and procedures; does research in specific areas of public personnel management; represents the State Council at meetings and conferences; studies various personnel operating procedures; prepares reports, manuals, articles, and correspondences. Prepares written examinations, writes test items, and does test research; develops techniques for the appraisal of education and experience; acts as chairperson of qualifications appraisal panels; administers or supervises the administration of tests.

### **DESIRABLE QUALIFICATIONS:**

- Must be dependable, punctual and have good attendance habits. Excellent personal computer skills and familiarity with Microsoft Windows, Word, Access, Excel and Outlook. Must be knowledgeable of the principles and practices of personnel management, conduct classification surveys and test construction, interpret laws, rules and standards.
- Manifest sound judgment, tact and discretion in dealing with confidential information. Ability to meet deadlines and work under pressure. Must be able to analyze and solve difficult personnel problems. Demonstrate independent responsibility for decisions and actions pertaining to various personnel management.
- Adaptability to change in workload; good organization and time management skills and ability to perform multiple tasks.

**SELECTION CRITERIA:** Applicants must be eligible through lateral transfer, currently at the Associate Personnel Analyst level or who have list eligibility for appointment to this classification. Applications will be screened and only the most qualified candidates will be interviewed. If interested, please submit a completed State application (Form 678) and resume to:

**State Council on Developmental Disabilities  
1507 21<sup>st</sup>. Street, Suite 210 – MS 19-38  
Sacramento, CA 95814  
ATTN: Opal Chen  
(916) 322-8481**